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# Title and Registration Applications

ACCURATE  
APPLICATIONS  
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RESULTS

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<b>CHECK ONE</b> <input type="checkbox"/> <b>SALES TAX</b> <input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b>		<input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b>		<input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b>		<input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b>		<input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b> <input type="checkbox"/> <b>SALES TAX ONLY</b>	
1. OWNER'S NAME (PRINT) B344-5866-0855		2. DATE OF BIRTH 2/17/60		3. SEX M		4. DRIVER'S LICENSE Pass. T & R		5. EXPIRATION DATE 01/00	
6. CITY Henderson		7. STATE IL		8. ZIP CODE 62754		9. COUNTY Mill Lane		10. LICENSE PLATE 2F5G7MC42T1134290	
11. MAKE Chevrolet		12. MODEL Cavalier		13. BODY 2 door Coupe		14. YEAR 89		15. VIN 2F5G7MC42T1134290	
16. MAKE Chevrolet		17. MODEL Cavalier		18. BODY 2 door Coupe		19. YEAR 89		20. VIN 2F5G7MC42T1134290	
21. MAKE Chevrolet		22. MODEL Cavalier		23. BODY 2 door Coupe		24. YEAR 89		25. VIN 2F5G7MC42T1134290	
26. MAKE Chevrolet		27. MODEL Cavalier		28. BODY 2 door Coupe		29. YEAR 89		30. VIN 2F5G7MC42T1134290	
31. MAKE Chevrolet		32. MODEL Cavalier		33. BODY 2 door Coupe		34. YEAR 89		35. VIN 2F5G7MC42T1134290	
36. MAKE Chevrolet		37. MODEL Cavalier		38. BODY 2 door Coupe		39. YEAR 89		40. VIN 2F5G7MC42T1134290	
41. MAKE Chevrolet		42. MODEL Cavalier		43. BODY 2 door Coupe		44. YEAR 89		45. VIN 2F5G7MC42T1134290	
46. MAKE Chevrolet		47. MODEL Cavalier		48. BODY 2 door Coupe		49. YEAR 89		50. VIN 2F5G7MC42T1134290	
51. MAKE Chevrolet		52. MODEL Cavalier		53. BODY 2 door Coupe		54. YEAR 89		55. VIN 2F5G7MC42T1134290	
56. MAKE Chevrolet		57. MODEL Cavalier		58. BODY 2 door Coupe		59. YEAR 89		60. VIN 2F5G7MC42T1134290	
61. MAKE Chevrolet		62. MODEL Cavalier		63. BODY 2 door Coupe		64. YEAR 89		65. VIN 2F5G7MC42T1134290	
66. MAKE Chevrolet		67. MODEL Cavalier		68. BODY 2 door Coupe		69. YEAR 89		70. VIN 2F5G7MC42T1134290	
71. MAKE Chevrolet		72. MODEL Cavalier		73. BODY 2 door Coupe		74. YEAR 89		75. VIN 2F5G7MC42T1134290	
76. MAKE Chevrolet		77. MODEL Cavalier		78. BODY 2 door Coupe		79. YEAR 89		80. VIN 2F5G7MC42T1134290	
81. MAKE Chevrolet		82. MODEL Cavalier		83. BODY 2 door Coupe		84. YEAR 89		85. VIN 2F5G7MC42T1134290	
86. MAKE Chevrolet		87. MODEL Cavalier		88. BODY 2 door Coupe		89. YEAR 89		90. VIN 2F5G7MC42T1134290	
91. MAKE Chevrolet		92. MODEL Cavalier		93. BODY 2 door Coupe		94. YEAR 89		95. VIN 2F5G7MC42T1134290	
96. MAKE Chevrolet		97. MODEL Cavalier		98. BODY 2 door Coupe		99. YEAR 89		100. VIN 2F5G7MC42T1134290	

Jesse White  
Secretary of State



Dear Friends:

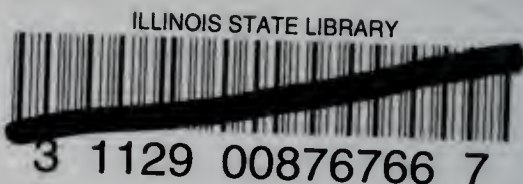
Serving the public has always been my top priority, whether as a state representative, the Cook County recorder of deeds or the founder of the Jesse White Tumbling Team. As Secretary of State, I am just as committed to providing friendly, efficient and timely service to the citizens of this state.

Making sure you properly complete your vehicle title and registration applications will help my office process your request more quickly and efficiently. This brochure offers some time-saving tips on completing applications.

If you have further questions, please call our toll-free number at: (800) 252-8980. Automobile dealers should call (217) 782-6877.

Sincerely,

Jesse White  
Secretary of State



## **Title and Registration**

- **Use the Application for Vehicle Title and Registration (VSD-190)** for any plate-related transaction, i.e. title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card.
- **Use the Application for Vehicle Title (VSD-330)** for any transaction for title without plates, i.e. title only: **\$65** (if the vehicle will not be operated), duplicate title: **\$65**, junking certificate: no fee, corrected title: **\$65** or salvage certificate: **\$4**.
- **Both VSD-190 and VSD-330 are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify vehicle/ownership information.** Make sure the vehicle information on the title is the same as on the application. Verify that the title is properly assigned from the seller to the buyer and that the buyer's name on the assignment area is the same as on the application. Be sure that the odometer reading is certified properly on the back of the title and that a date of sale is indicated. Check the vehicle identification number on the title with the number on the dash or door of the vehicle.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000 or on the selling price if it is \$15,000 or more.

### **Submit these forms to the Secretary of State:**

Tax **Form RUT-50**, available at most Secretary of State facilities; **tax payment** (separate check, draft or money order payable to the Illinois Department of Revenue); **Application for Title/ Application for Title and Registration**; **title**; and **title and/or registration fees**, payable to Illinois Secretary of State. Do not send revenue payment directly to the Department of Revenue. See **Form RUT-50** for tax fees, or call the Department of Revenue toll-free at (800) 732-8866 in Illinois or (217) 782-3336.



If you recently purchased and have not titled or registered the vehicle you are bringing into this state, a properly completed tax form, either **RUT-25** (if purchased from a dealer) or **RUT-50** (if purchased from an individual) and **any applicable tax** made payable to the Department of Revenue, must accompany your application to the Secretary of State's office.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Secretary of State, along with the tax check (payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (payable to the Illinois Secretary of State).

## ***Transferring Plates***

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1. Make sure the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
2. Check **Transfer** or **Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is **\$15**, and the fee for title is **\$65**.
3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.
4. If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** be appearing as owners on the new vehicle must **release their interest** in the license plates being transferred in writing and sign the statement.
5. License plates cannot be transferred from one person or business to another unless the transferring parties are the same person. A letter (on company letterhead if applicable) stating this must be included with the application.
6. If a company incorporates, the firm is considered a separate, incorporated entity, and plates cannot be transferred from the original company.

## Corrected Title

1. Vehicle **title** must be corrected before the **registration** record can be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title**, not a photocopy, along with the application(s).

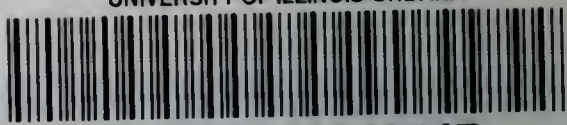
### WHEN SHOULD TITLES BE CORRECTED

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- To **add or remove another person's name**. The title must be assigned. A **release of interest** in the license plate number is needed from the person being removed when applying for a corrected registration identification card.
- **When a joint owner dies**, the surviving owner must send a certified copy of the **death certificate** with the application. This applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, refer to our ESTATES brochure, or call (217) 782-6306.
- If the **vehicle information is in error**. If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form needs to be submitted.
- To **register or remove a lien**. A **lien release statement** must be attached or the lien must be released on **Certificate of Title**.
- To **change a company's name**. If it is still the same company, a letter stating this must be submitted with the applications for corrected title and corrected registration. A company that incorporates must transfer ownership to the newly formed corporation by applying for new title and license plates.

If you have any further questions regarding a title-related matter, call (217) 782-6306.

## Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance — insurance covering the property damage and/or injuries you may cause others in an accident.



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## Checklist

This section applies to vehicle title, registration and preprinted sticker renewal applications.

### OWNER INFORMATION

- ☒ Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- ☒ If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
- ☒ If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if it is part of the name?
- ☒ For a leased vehicle, does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? Lessor must be listed first, and then the individual leasing the vehicle. If the lessee is maintaining registration, complete **two applications**, one **for title only** (VSD-330) in the lessor's name and one **for registration only** (VSD-190) in the lessee's name. For a rental vehicle (less than one-year contract), a separate Certificate of Insurance must be included with the application. A leased vehicle (one year or longer contract) requires only a signature on the application affirming that the vehicle is covered by insurance.
- ☒ Is the owner(s) name and address information typed or printed legibly on the application?

### VEHICLE INFORMATION

- ☒ Is the **vehicle information** correct, i.e. year, make and vehicle identification number (VIN) and typed or printed legibly on the application?
- ☒ If transferring plates, is the information shown for **both** the new and old vehicle?
- ☒ Is the most recent **vehicle registration identification card** enclosed?

### TRUCK/TRAILER INFORMATION

- ☒ If the vehicle is a truck or trailer, has the **correct fee** been included for the maximum weight desired?
- ☒ If the vehicle is a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.

<http://www.sos.state.il.us>

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